

Washington Document Center
Steuart Building
5th & K Sts., NW

Administration Office:

- (1) Performs personnel administration for Army, Navy, and Civilian personnel for entire organization.
- (2) Maintains the official files for both Army and Navy components.
- (3) Insures Army and Navy security regulations are complied with and recommends implementations to Head, WDC to meet local requirements.
- (4) Maintains the duty rosters of security watch personnel.
- (5) Operates the message center.
- (6) Provides necessary Army and Navy supply and services for entire organization.
- (7) Responsible for the proper police of all areas occupied by Washington Document Center.
- (8) Insures WDC compliance with fire regulations.
- (9) Prepares and publishes administrative memoranda regulating administrative matters as required.
- (10) Published the Daily Bulletin.
- (11) Publishes office orders as directed by the Head, WDC.

OSD REVIEW COMPLETED

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Research Section

- (1) Responsible for all document processing and research except those functions assigned to the library.
- (2) Screens all documents in accordance with established procedures.
- (3) Abstracts and classifies all documents that were not abstracted in the theater by the advanced echelon or other processing agencies.
- (4) Forwards directly to the library section, documents abstracted in the theater that do not meet existing intelligence information requirements.
- (5) Indexes all documents needed to meet immediate information requirements, so that exploitation of documents can be carried on concurrently.
- (6) Assembles documents containing information that meets specific Army or Navy requirements in accordance with priorities.
- (7) Scans documents believed to meet existing intelligence information requirements with researchers from agency requiring the information.
- (8) Undertakes translation of documents or portions thereof, to meet War and Navy Department intelligence information requirements in accordance with Panel Action.
- (9) Conducts any liaison with intelligence research agencies in order to carry out the above functions through the Liaison and Control Section.
- (10) Coordinates such administrative matters with Administration and Operations offices that are required in carrying out above functions.

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Operations Office

- (1) In general exercises staff control and supervision over matters concerning the internal operation except supply matters.
- (2) Makes recommendations concerning the proper utilization of all personnel especially linguists.
- (3) Prepares linguist examinations for all newly assigned linguists and examines newly assigned linguists prior to their assignment to subordinate sections.
- (4) Makes recommendations for the establishment and improvement on document exploitation procedures and policies.
- (5) Supervises the compliance of subordinate sections with the internal policies and procedures laid down by the Head, WDC.
- (6) Establishes deadlines on all specific projects undertaken by the WDC.
- (7) Reviews all projects prior to publication to insure proper standards are being maintained.
- (8) Insures proper research and library methods and language techniques are employed.
- (9) Coordinates activities of Library, Research, and Publications sections.

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Liaison and Control Office

- (1) In general exercises staff control and supervision over all matters except personnel and supply pertaining to the Washington Document Center in its relations to outside agencies.
- (2) Maintains and coordinates all liaison with War and Navy Department Intelligence agencies primarily and other agencies having interest in the WDC document collection.
- (3) Obtains through written or verbal briefings the intelligence requirements of War and Navy Department Intelligence agencies.
- (4) Prepares for Panel a consolidation of requirements so that priorities for projects and translations can be established.
- (5) Arranges for the joint scanning of documents believed to meet War and Navy Departments requirements by document research personnel and research personnel of the agencies concerned for the evaluation of the documents and the determination of the amount of translation required.
- (6) Arranges for panel action on specific projects resulting from the function described in par. (6) above.
- (7) Obtains intelligence publications of War and Navy Department and other intelligence agencies.
- (8) Coordinates document exploitation matters with ATIS.
- (9) Supervises the dissemination of information developed by WDC to interested authorized agencies.
- (10) Maintains necessary statistical control for the preparation of weekly and monthly progress reports.

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Library Section

- (1) Maintains a complete library of foreign language documents dealing with Far East, with adequate catalogues to facilitate efficient and expeditious research to meet War and Navy Department intelligence information requirements.
- (2) Maintains an English Library consisting of reference materials required by document research personnel and complete files of materials published by ATIS, JICPOA, SEATIC, and SINTIC, PACMIRS, OP23F141, and WDC, catalogued and indexed in accordance with the BID.
- (3) Classify documents that have not been classified by the Research Section.
- (4) Maintains a document loan service for the loan of documents to authorized agencies.
- (5) Coordinates such administrative matters with Administration and Operations offices as are necessary to carry out the above functions.

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Publications

- (1) Publishes WDC publications.
- (2) Maintains liaison with outside reproduction agencies.
- (3) Coordinates administrative matters with Administration and Operations offices to the extent necessary to carry out the above functions.